

MARIN COUNTY SHERIFF'S DEPARTMENT  
CUSTODY DIVISION POLICY AND PROCEDURES MANUAL

**CHAPTER 4 - HOUSING**  
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DATE  
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**COURT CLOTHES**

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**POLICY**

Personal clothing for an inmate going to jury trial will be accepted at the Lobby during normal operating hours. All clothing will be inventoried and stored for safekeeping.

**PROCEDURE**

The SSA working the Lobby will confirm through CJIS the inmate is going to jury trial. The clothing is searched, inventoried and entered into CJIS "INMNTCLO" under "additional set". If there are already 2 sets of additional clothing the SSA will call the Pod Deputy to see if the inmate is exchanging clothes. If the inmate does want to exchange, the MRD will bring one of the sets to the Lobby prior to acceptance of the new clothes.

The inmate is only allowed 2 sets of court clothes. On the miscellaneous clothing line the SSA enters LOCATION and the Pod of the inmate. The SSA fills out a 3x5 card with the inmate's name, housing assignment and LAR number and places it in the clear pocket of the garment bag. The clothing will be searched for contraband by the Pod Deputy and replaced in the garment bag. The court clothes are stored in the Pod storage room.

On the days of trial the inmate will be given their court clothes in their cells. At the end of the court day, the inmate changes back into their jail issue. The Pod Deputy inventories the court clothes to confirm all items are in the bag and returns it to the Pod storage room. No personal clothing is allowed to be stored in the inmate's cell. Clothing that can be and needs laundering is washed by Laundry.

When the trial is complete, the Pod Deputy will access CJIS property screen "INMNTCLO" and locate the court set(s) of clothes. The Deputy places a D behind all items and writes "PLACED IN PROPERTY STORAGE ROOM" in the "reason" area. The court clothes are placed with the inmate's other clothes in the property storage room.

RELATED STANDARDS  
None

By order of

DANIEL PAYNE  
BUREAU COMMANDER